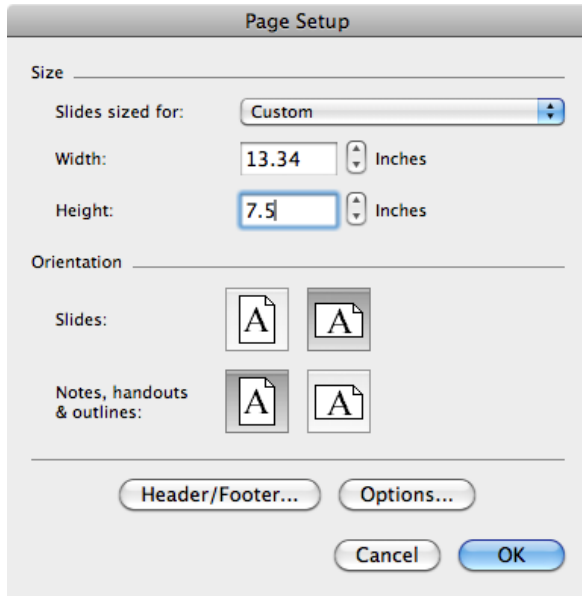


Creating a dflyer in PowerPoint

Size

The standard size for dflyers on most campus screens is 1280 pixels by 720 pixels.*

When using PowerPoint to create a dflyer, format the presentation to 17.7 inches x 10 inches.



After you click OK if you receive a warning message regarding the printable size of the presentation, just click OK.

* Some screens on campus have different layouts which require a different aspect ratio. Sizes for all screens on campus are available at communications.richmond.edu/policy/screens/

Content

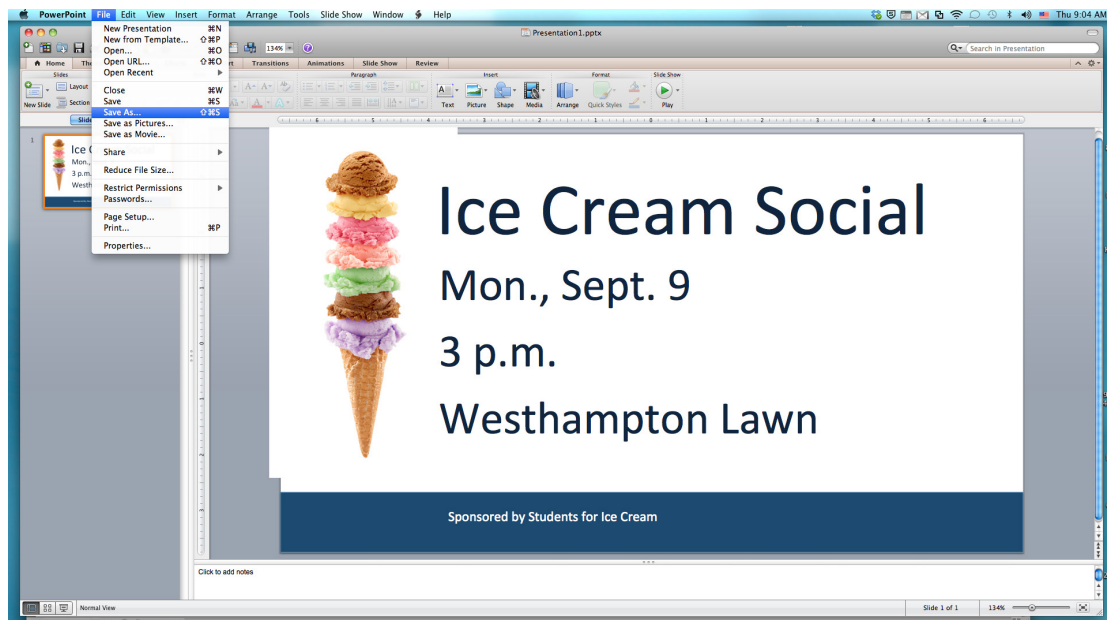
Your dflyer is now setup to enter content.

Saving as .jpg

To save your PowerPoint slide as a dflyer, go to

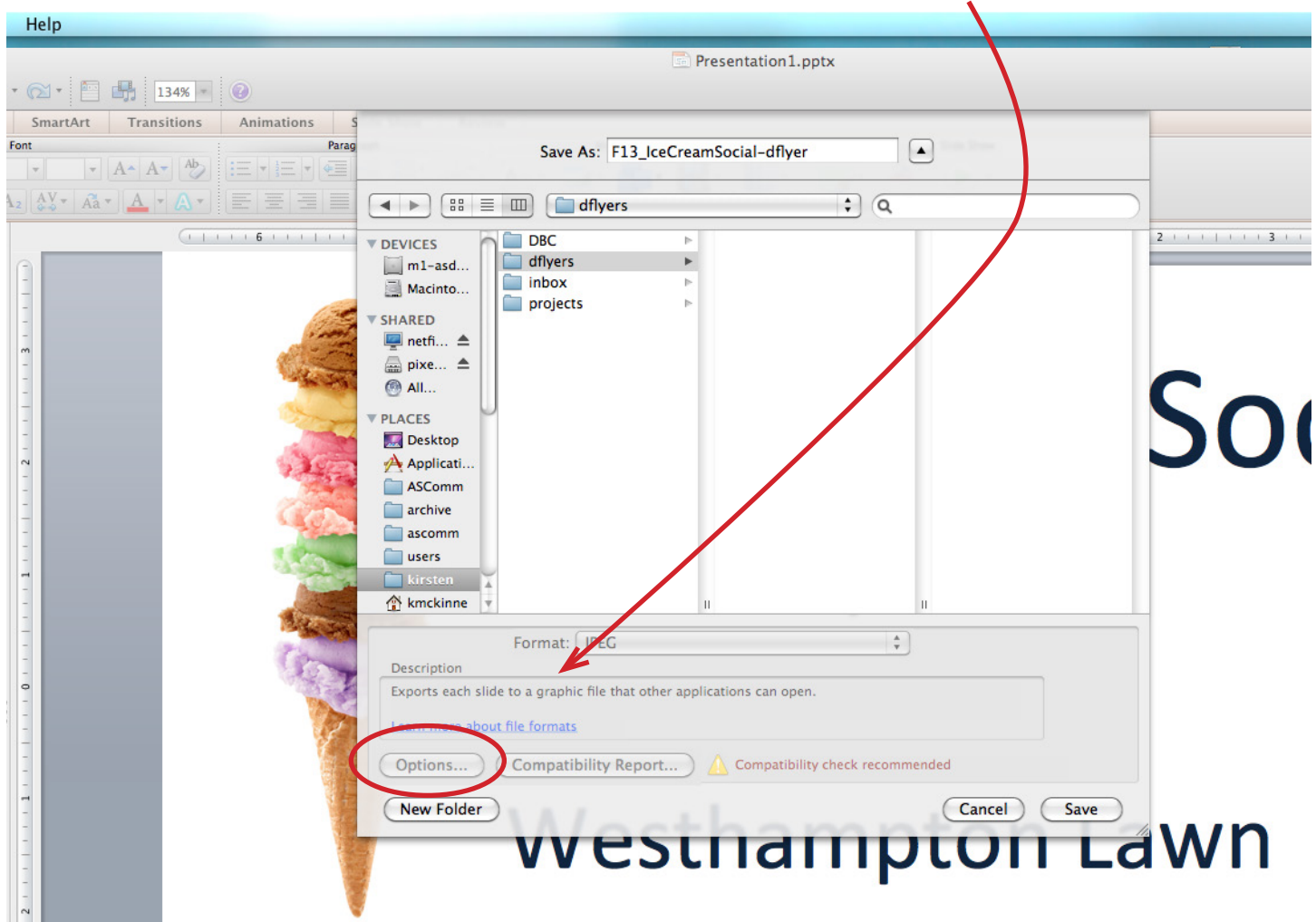
File

>Save As Pictures



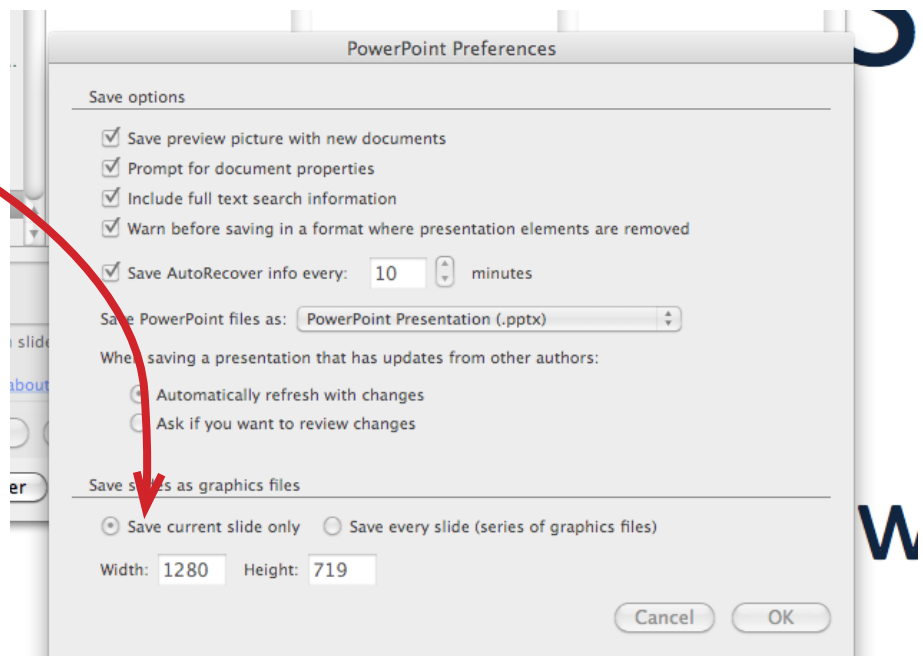
Saving as .jpg (cont)

When the **Save As Pictures** box appear, click on **Options** in the lower left corner.



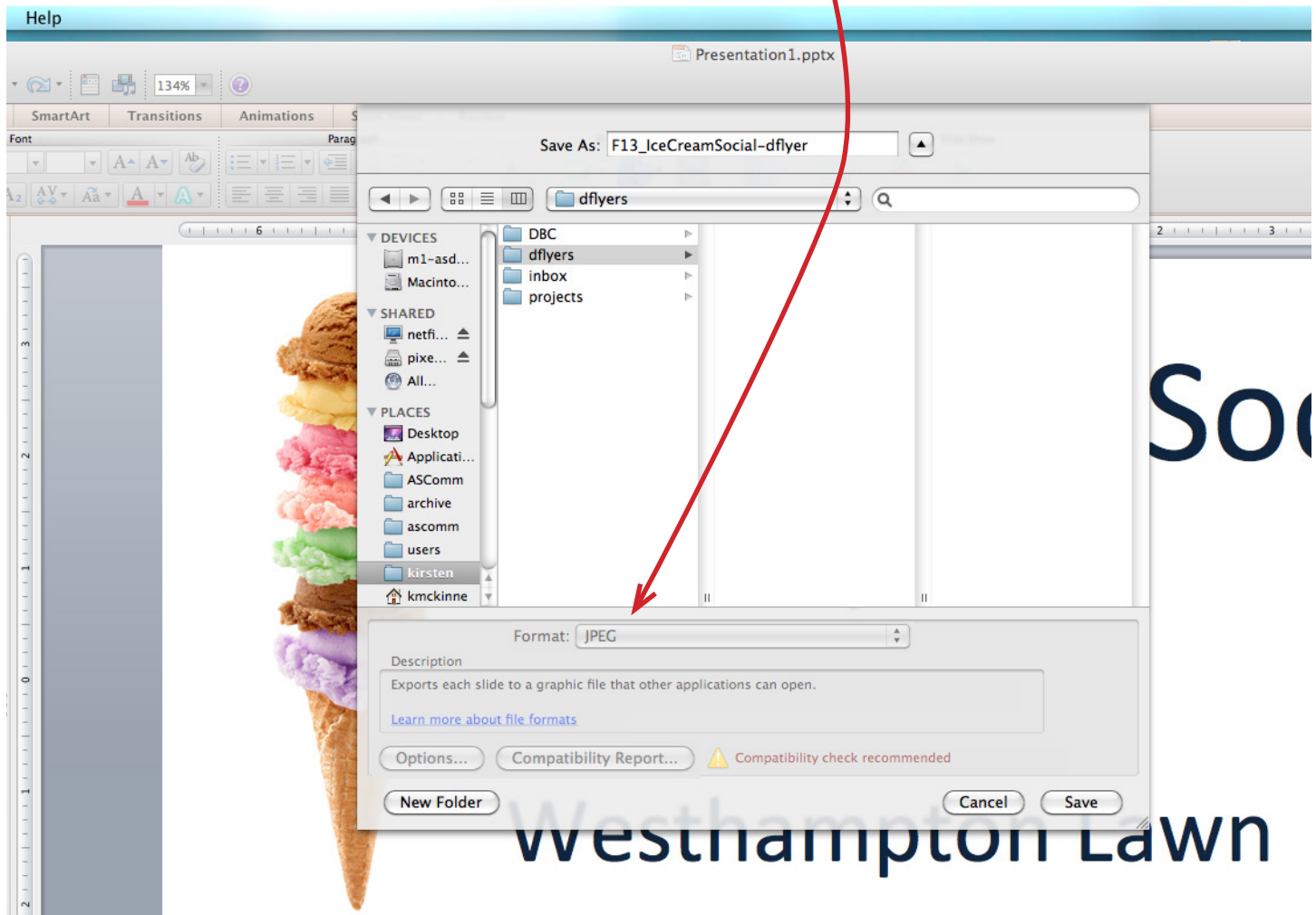
In the **Options** box, check to make sure that the size is set to 1280 X 720 pixels. If it is not, you can type in those values.

In order to keep the aspect ratio, PowerPoint confines this change and will automatically make the height 719 px if you type in 1280 px. This is okay and will not change the quality of your dflyer. Click **OK**.



Saving as .jpg (cont)

In the **Save As Pictures** screen, make sure the format is set to JPEG.



Then name your file, choose the destination and click **Save**.



Ice Cream Social

Mon., Sept. 9

3 p.m.

Westhampton Lawn

Sponsored by Students for Ice Cream

Your dflyer is now ready to share across campus!